

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****October 21, 2019**

The **City of Clinton, Tennessee**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Sidewalk and Pedestrian Improvements along the downtown business district of North Main Street (SR 9 / US 25W) and East Broad Street, from the Lakefront Park Trail to North Hicks Street in Clinton. The project will serve to strengthen connectivity to schools, parks, residential and business areas. Project funding is in part through the State of Tennessee Transportation Alternatives Program.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Project Design
- Survey
- NEPA Documentation Preparation
- Coordinate ROW Acquisition as needed
- Obtain Necessary Permits
- Prepare Bid Specifications and Construction Plans
- Construction Engineering and Inspection

**Estimated Schedule for Performance of Work**

- Design/NEPA – January 2021
- Right of Way – January 2022
- Bid Specifications and Construction Plans – March 2022

Firms may request consideration by submitting a letter of interest along with qualifications to the **City of Clinton, 100 North Bowling Street, Clinton, TN 37716, Attn: William R. Riggs, Senior Staff Administrator.** All letters of interest must be received by **The City of Clinton** on or before **Tuesday, November 5, 2019 at 3:00 pm. Eastern Time.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment will be lump sum.**

**Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Work experience in the required disciplines with City, TDOT, and other clients**
- **Experience of proposed team assigned to project in required disciplines**
- **Relevant Professional licensure and certifications**
- **TDOT prequalification status**

From the letters of interest, **The City of Clinton** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## **Phase II Evaluation**

**The City of Clinton** will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Workload capacity; including amount of work under contract with the Agency, if applicable (15%)**
- b. **Past performance on City projects (25%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, project approach (25%)**
- d. **Key Project Personnel Qualifications & Experience (20%)**
- e. **Firms availability to perform work and meet with City staff (15%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the **City of Clinton**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.